

NOMINATION FOR OUTSTANDING PERFORMANCE RATING		DATE:	PAGE	OF
NAME OF NOMINEE (Last, First, Middle Initial):	ORGANIZATION:	PERIOD COVERED:		
MAJOR DUTIES	PERFORMANCE REQUIREMENTS	ACTUAL PERFORMANCE		

INSTRUCTIONS

1. Forward the original and three copies of this form, attached to MSFC Form 507 (Incentive Award Nomination), through Personnel Management, to Incentive Awards, when nominating an employee for an outstanding performance rating.
2. Insert the title of the award, the name of the nominee, and the specific period covered in the spaces provided.
3. Under column 1, "Major Duties," describe the nominee's assigned duties during the period covered in the nomination.
4. Under column 2, "Performance Requirements," describe the standards of performance required for satisfactory performance of the duties shown in column 1. (Performance requirements are the quality of work and adaptability to the work situation, expressed in measurable and/or specific terms, required for satisfactory performance of assigned duties. They tell an employee how much, how well, and the manner in which he should perform each major duty in order to do an acceptable job.)
5. Under column 3, "Actual Performance," describe clearly and in specific detail how the nominee exceeded the performance requirements (standards) shown in column 2. Cite specific examples when describing the nominee's actual performance and, if applicable, indicate tangible monetary benefits resulting from such performance.
6. Additional information concerning awards procedures and regulations is contained in the incentive awards section of the MSFC Personnel Management Manual, MM 3000.1.

NOTE: Nominations for an outstanding performance rating must cover the twelve-month official rating period. Nominations should reach Incentives Awards within 30 days from the end of the period covered.